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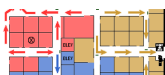
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# Introduction page 3

This safety plan provides guidelines for each employee with the sole purpose of reducing the danger of injury or loss of life within the facility during any emergency situation.

This document will serve as the official guide for the implementation of an active emergency plan.

Emergency situations are in every way unpredictable. However, this manual provides a basic plan that will allow you to act promptly and effectively should you encounter an emergency situation on the premises. In addition, common sense and good judgment on the part of each staff member must be present if any plan is to be successful.

Within this document, you will find the specifics with regards to tasks, evacuations, and interventions for the employees of ESU #17. It is the responsibility of each employee to know these responsibilities and be able to effectively prevent injuries and loss of life.

## General Emergency Information

1. Always notify the Administrator of any emergency or disaster information.
2. In case of emergency when any of the above services are unable to be reached, contact the Ainsworth Police Department (387-1440) or the Valentine Police Department (376-3055).

## General Emergency Response Procedure—INSTINCTS

1. **I: Initial Report** – Gather the initial information.
  - What is the emergency?
  - Where is the emergency?
  - Are there injuries?
  - Are there weapons involved?
  - Who reported the emergency?
2. **N: Notification (Initial)** – Notify all necessary parties.
  - 911
  - The ESU Administrator
  - Staff Nurse
  - Local Utility Companies (water, sewer, gas)
3. **S: Secure** – Secure the emergency area
  - Evacuate area if danger is present.
  - Assemble staff in designated area if needed.
  - Account for all staff members and visitors.
4. **T: Triage** – Treat all medical emergencies.
  - Provide emergency medical assistance if needed.
  - Transport injured to hospital.
5. **I: Identify** – Identify and establish media staging area if necessary.
6. **N: Notification** – Notify all interested parties.
7. **C: Collect** – Collect reports from all present staff members.
8. **T: Train** – Upon review of all documentation, determine training needs and schedule sessions with employees if needed.

## Employees Working Outside of the ESU Facility

Any ESU employee working in other facilities, such as schools, are required to abide by the health and safety procedures of that facility or entity.

In the event that an emergency arises while driving the ESU van, it is the responsibility of the driver to communicate to the Administrator and necessary parties that an emergency has occurred.

## Vehicle Operation Safety

During the course of employment at ESU #17, employees may be required to drive the ESU-owned van. To provide for optimum safety while using this vehicle, employees should adhere to the following guidelines.

1. All employees operating motor vehicles belonging to the unit will possess a current drivers license.
2. All passengers and drivers of ESU #17 vehicles are required to wear the proper safety belts and harnesses.
3. Each driver of a service unit vehicle is expected to observe all driving laws of the State of Nebraska, or any state in which the vehicles are operated. This includes any city or county regulations with regards to parking and/or driving .

## Vehicular Accidents

No two accidents are the same. The sequence suggested here might not be the same for every accident. Good common sense must be used.

1. Turn off the ignition switch.
2. Set the parking brake.
3. Remain calm and reassure your passengers, if any.
4. Check for injuries to yourself and passengers. If necessary, follow first aid procedures and summon medical assistance.
5. Be alert regarding fire or the possibility of fire.
6. Use warning devices such as reflectors and hazard lights to signify distress.
7. Keep all passengers in the vehicle unless conditions warrant the possibility of fire, a hazardous material spill, or other danger that may warrant evacuation.
8. If able, notify the ESU administrator of the accident.
9. When police, fire or emergency personnel arrive, they are now in command of the scene.
10. Do not discuss the facts of the accident except to give information to the police, fire and rescue personnel.
11. Follow any other directives issued by the ESU Administrator in the event of an accident.

## Ergonomics

It is the recommendation of ESU #17 that all employees working with computers or repetitive motions of the hand adhere to the following guidelines:

- **Computer keyboarding:** Bend your arms at the elbow and hold your forearms straight ahead and parallel to the floor, keeping your elbows at the same height as the keyboard. Try to hold your elbows close to your sides to minimize the sideways bending of the wrist. The mouse should be at the same height as your keyboard. Move your entire arm when sliding the mouse around your screen. Avoid resting your arm on the desk and simply bending your wrist as you move the mouse.

# Office Injury Prevention, cont... page 5

- **Table Height:** On the average, a height of 27-29 inches above the floor is recommended. If you can adjust your desk, set your waist angle at 90 degrees and then adjust your desk so that your elbow makes a 90-degree angle when your hands are on the keyboard.
- **Proper Seating:** Careful adjustment of the chair will help achieve the proper height, which is 23-28 inches high (according to the United States American Standards Institute) and will accommodate most users. A chair with rollers will move more easily.
- **Monitor/Screen:** Your eyes need to be 18-28 inches distant from the screen. The top of the screen should be set at or slightly below your eye level.
- **Lighting:** Sufficient, glare-free lighting should be provided. Give your eyes frequent rests by looking up and focusing on distant objects.
- **Work Routine:** If you type constantly, it is recommended that you take a 10-15 minute break from the keyboard each hour. For example, instead of typing all morning and filing all afternoon, mix the typing and the filing throughout the day.
- **Exercises:** The following exercises are recommended:
  1. Make tight fists, hold for one second, then stretch your fingers out and hold for five seconds. Repeat several times.
  2. With arms outstretched in front of you, raise and lower your hands several times. Rotate your hands ten times. Make circles in the air with your fingertips.

## Lifting

There is a considerable amount of lifting associated with some ESU employment positions. In order to lift objects safely, please follow the proper procedure as listed below.

1. Clear the pathway before moving objects from one place to another.
2. Use the proper tools by examining the job for hazards and determining what is needed to safely finish the task.
3. Check the object's weight to see if you will need help lifting or moving it.
4. Keep your back straight and vertical to the ground upon lifting. Keep your head up and looking straight ahead to maintain this position.
5. Bend your knees when lifting; do not stoop over the object.
6. Always bring the object as close to the body as possible.
7. Tighten the stomach muscles to help the back stay in balance.
8. Be careful when putting the object down; follow the same guidelines as you would for lifting.
9. Wear back braces to support back and abdomen when lifting excessively.

## First Aid and Blood Borne Pathogens

A first aid kit is provided at each ESU location to supply materials needed to self-treat minor injuries. Kits can be found at the following locations:

- Administration Building: Cleaning Cabinet Near Bathrooms
- Training Center: Hallway Closet Between Bathrooms
- Valentine SPED Office: General SPED Staff Office

In the event of any bodily fluid spill, blood borne pathogen kits are available at each ESU location. Follow instructions included in kits to prevent the spread of pathogens through bodily fluids. Kits can be found in the same locations as first aid kits listed above.



## Employee Health

ESU #17 supervisors will be responsible for monitoring illnesses of employees which may be work-related or contagious. A registered nurse is available for consultation on any health matters. Employees are encouraged to report any contagious or suspect diseases to supervisors and/or the registered nurse to determine interventions.

## Conclusion

All employees of ESU #17 are responsible for performing their job duties in a safe and well-informed manner. Each employee is responsible to know, acknowledge, and perform the guidelines and procedures in this plan. If each employee adheres to this plan, we can perform our duties safely and free of hazard.

# Emergency Situation Procedures page 6

The actions taken in the initial minutes of an emergency are critical. A prompt warning to employees to evacuate, shelter or lockdown can save lives. A call for help to public emergency services that provides full and accurate information will help the dispatcher send the right responders and equipment. An employee trained to administer first aid or perform CPR can be lifesaving. Action by employees with knowledge of the Security and Crisis Management Plan can reduce injuries and save lives.

## Assaults/Fights on ESU Property

If an assault or fight should occur on the ESU premises, follow these procedures:

1. Ensure the safety of staff members and visitors.
2. Call 911 if necessary.
3. Notify CPR/First Aid certified personnel in the building (if available) if the incident results in a medical emergency.
4. Notify the Administrator of the activity.
5. Seal off the area where the assault took place.
6. Defuse the situation, if possible.
7. The Administrator notifies police if a weapon was used, a victim has a physical injury causing substantial pain or impairment of physical condition, or if assault involved sexual contact.
8. Document all activities. Ask victim(s) and witness(es) for their account of the incident.
9. Assess counseling needs of victim(s) or witness(es).



## Weapons, cont...

If you suspect that a weapon has been brought onto the ESU premises, follow these procedures:

1. Notify the Administrator immediately.
2. Tell the Administrator the name of the suspected person who brought the weapon, where the weapon is located, if the suspect has threatened anyone, and any other details that may prevent the suspect from hurting someone or himself/herself.

Once the Administrator is alerted to the presence of a weapon, he/she should follow these procedures:

1. Call the police if a weapon is suspected to be in the building.
2. Ask another staff member, a director if possible, to join you in questioning a suspected individual or staff member.
3. Accompany the suspect to a private office and wait for the police.
4. Conduct search with police.
5. Inform the suspect of his/her rights and why you are conducting the search.
6. Keep detailed notes of all events and why the search was conducted.
7. If the suspect threatens you at any time with the weapon, do not try to disarm him/her. Back away with your arms up and remain calm.

## Intruder

If an unauthorized person enters an ESU building, follow these procedures:

1. Notify the Administrator immediately.
2. Never approach the intruder alone. Ask another staff member to accompany you.
3. Politely greet intruder and identify yourself.
4. Ask the intruder the purpose of his/her visit.
5. If the intruder's purpose is not legitimate, ask him/her to leave.
6. Accompany intruder to exit.

If the intruder refuses to leave:

1. Warn the intruder of the consequences for staying on the ESU property. Inform him/her that you will call the police.
2. Notify the Administrator if the intruder still refuses to leave. The Administrator should contact police and give a full description of the intruder.
3. Walk away from the intruder if he/she indicates a potential for violence. Be aware of the intruder's actions at this time (where he/she is located in the building, whether he/she is carrying a weapon or package, etc).

## Hostage Situation

If you or a fellow staff member is taken hostage, follow these procedures:

If a coworker is taken hostage:

1. If the hostage taker is unaware of your presence, do not intervene.
2. Call 911 immediately. Give the dispatcher details of the situation.
3. Seal off the area near the hostage scene.
4. Notify the Administrator of the situation.
5. Give control of the scene to the police upon arrival.
6. Keep detailed notes of the events.

If you are taken hostage:

1. Follow the instructions of the individual taking you hostage.
2. Try not to panic and remain as calm as possible.
3. Treat the individual taking you hostage as normally as possible.
4. Be respectful to your captor.
5. Ask permission to speak and do not argue or make suggestions.

## General Evacuation Procedures

In any event requiring evacuation of an ESU building, follow these procedures.

1. The Administrator will take responsibility for alerting staff members and visitors of the need to evacuate the building.
2. All staff members and visitors must be evacuated to a location outside of the building that is a safe distance away as listed below:
  - Administration Building: West Plains Bank Sidewalk
  - Tech Center: Alco Parking Lot
  - Valentine SPED Office: Western Parking Lot Across the Street
3. Account for all staff members and visitors.
4. No one may reenter the building until emergency personnel have declared the building safe. The Administrator will notify the staff if the building is safe for reentry. If so, normal operations will resume.

See the [EVACUATION MAPS](#) section for building evacuation route maps. For more detailed evacuation instructions, see emergency-specific procedures in the following pages.

## Hazardous Materials Release

If there is a release of hazardous materials in the ESU building or a nearby facility, follow these procedures:

1. Call 911.
2. Safely attempt to identify the type and characteristic of the material.
  - Liquid, gas, solid or changing state
  - Type of storage containers
  - Placards or labels with numbers





## Hazardous Materials Release, cont...

3. Update emergency responders with any additional information gained.
4. Arrange for medical treatment for staff or visitors that are already affected.
5. Determine the possibility of the material to enter or spread through the building and outside area.
  - Wind direction and speed
  - Distance from material released
  - Type of material
6. Consider the need and the ability to evacuate or shelter in place.
7. If evacuating, see [GENERAL EVACUATION PROCEDURES](#).
8. If sheltering in place, see [SHELTERING PROCEDURES](#).

## Fire Procedures

In the event of a fire, smoke from a fire, or upon detection of a gas odor follow these procedures:

1. Alert building staff and visitors of danger.
2. Evacuate staff and visitors to a safe area outside of the building.
  - Administration Building: West Plains Bank Sidewalk
  - Training Center: Alco Parking Lot
  - Valentine SPED Office: Western Parking Lot Across the Street
3. Exit through the nearest exit. Exit through alternate exit if closest exit is too dangerous.
4. Attempt to suppress small fires if safely able to do so (fire extinguisher locations for each ESU building can be viewed [HERE](#)).
5. Account for all staff and visitors at designated area.
6. The ESU Administrator will notify emergency contacts (911). If the Administrator is not present, a designated staff member should alert emergency personnel.
7. After consulting with the Administrator and taking attendance, staff may be moved to a safer location if weather is inclement or the building is damaged.
8. No one may reenter the building until fire personnel declare the entire building safe.
9. The Administrator will notify staff and visitors of the termination of emergency.
10. If possible, resume normal operations.

## Tornado Watch

If a tornado watch has been issued in an area near the ESU, follow these procedures:

1. Monitor Emergency Alert Stations or NOAA Weather Stations (such as the National Weather Service or the Weather Channel).
2. Bring all staff and visitors inside the building.
3. Close all windows and blinds.
4. Move all staff and visitors away from windows into the designated tornado area of the building.
  - Administration Building Designated Area: Inner room of north side basement
  - Training Center Designated Area: Male and female bathrooms in center of building
  - Valentine SPED Office Designated Area: Meeting Room
5. Use arms to protect head and neck in a "drop and tuck" position if threat worsens.

## Tornado Warning

If a tornado warning has been issued in an area near the ESU or a tornado has been spotted near the ESU, follow these procedures:

1. Shut off gas (in Administration Building only).
2. Move staff and visitors inside and to designated areas mentioned in above procedures.
3. Ensure that all staff members are using their arms to protect their heads and necks in a “drop and tuck” position.
4. Account for all staff members and visitors.
5. Remain in the safe area until warning expires or until emergency personnel have issued an all-clear signal.

## Sheltering Procedures

Sheltering provides refuge for employees, visitors, and members of the public during an emergency. Shelters are located in areas that maximize the safety of its inhabitants. Safe areas may change depending on the type of emergency. If you are in need of sheltering, follow these procedures:

1. Identify a safe area in the building.
2. The Administrator will alert all staff and visitors of the safe area and will bring all persons inside the building.
3. Upon arrival to the safe area, account for all individuals.
4. Close all exterior doors and windows. Turn off any ventilation leading outdoors.
5. If advised, cover mouth and nose with a handkerchief, cloth, paper towels or tissues. All persons must remain in safe areas until notified by the Administrator or emergency responders that the area is again secure.

## Bomb Threat

Upon receiving a message that a bomb has been planted on ESU property, follow these procedures.

1. If you are the staff member receiving the bomb threat, ask as many questions as you can, such as:
  - Where is the bomb located?
  - When will the bomb go off?
  - Why is the caller doing this?
  - Who is calling?
2. Listen closely to the caller's voice and speech patterns as well as any discernable background noises.
3. After hanging up the phone, immediately dial \*57 to trace the call.
4. Notify the Administrator of the threat.
5. The Administrator must order the evacuation of all persons inside the building and notify the police.
6. Follow the evacuation instructions addressed in the [GENERAL EVACUATION PROCEDURES](#) section of this manual.

# Serious Injury or Death Procedures page 11

## Epidemic/Poisoning

In the event that a staff member is the victim of poisoning, follow these procedures:

1. Notify medical personnel and call 911 if necessary.
2. Identify specific symptoms. If victim is conscious, try to determine type of poisoning.
3. Contact the Poison Control Center (800-222-1222) if necessary.
4. If poison is affecting numerous staff members and visitors, determine whether affected areas must be evacuated.
5. Determine whether there is a need to quarantine affected staff members.

## Serious Injury or Death

If a serious injury or a death occurs on the ESU property, follow these procedures:

1. Call 911.
2. Notify the CPR/First Aid certified personnel in the building of the injury or death.
3. Notify the Administrator.
4. The Administrator will designate a staff member to accompany the injured person to the hospital if necessary.
5. The Administrator will direct witnesses to a counselor on staff and determine the best method of notifying ESU staff members.
6. All media requests should be referred to the Administrator.

If the incident occurred outside of the ESU facility, follow these procedures:

1. The Administrator will notify the staff before normal business hours, if possible.
2. The Administrator will also announce the availability of counseling services for those who need assistance.
3. All media requests should be referred to the Administrator.

For post-crisis intervention, follow these procedures:

1. The Administrator will meet with ESU counseling staff to determine the level of intervention needed for staff members.
2. Designate rooms to be used as private counseling areas.
3. Assess stress levels of staff members. Recommend counseling to overly stressed staff.
4. Follow-up with staff members who received counseling.
5. The Administrator will designate staff person(s) to attend funeral if needed and will allow for changes in normal routines or schedules to address the injury or death.

## Attempted Suicide

In the event that a suicide is attempted on ESU property, follow these procedures:

1. Verify all information before proceeding.
2. Call 911 if the person requires medical attention, has a weapon, or needs to be restrained.
3. Notify the ESU Administrator and ESU counselors.
4. Calm suicidal person and try to isolate them from others.
5. Stay with the person until help arrives...do NOT leave the suicidal person alone.
6. The Administrator should determine the method of notifying other staff members if necessary.

### Suicidal Death

In the event that a staff member loses his/her life in a suicidal manner, follow these procedures:

1. Verify all information before proceeding.
2. Notify the Administrator.
3. The Administrator will notify staff in advance of the next workday following the death, if possible.

For post-crisis intervention, follow these procedures:

1. The Administrator will meet with ESU counseling staff to determine the level of intervention needed for staff members.
2. Designate rooms to be used as private counseling areas.
3. Assess stress levels of staff members. Recommend counseling to overly stressed staff.
4. Follow-up with staff members who received counseling.
5. The Administrator will designate staff person(s) to attend the funeral if needed and will allow for changes in normal routines or schedules to address the injury or death.
6. Resume normal routines as soon as possible.



## Inclement Weather Policy page 12

### Meeting/Training Cancellations

During the winter weather months, work and meeting cancellations are often imminent. The ESU will announce such cancellations via the following methods:

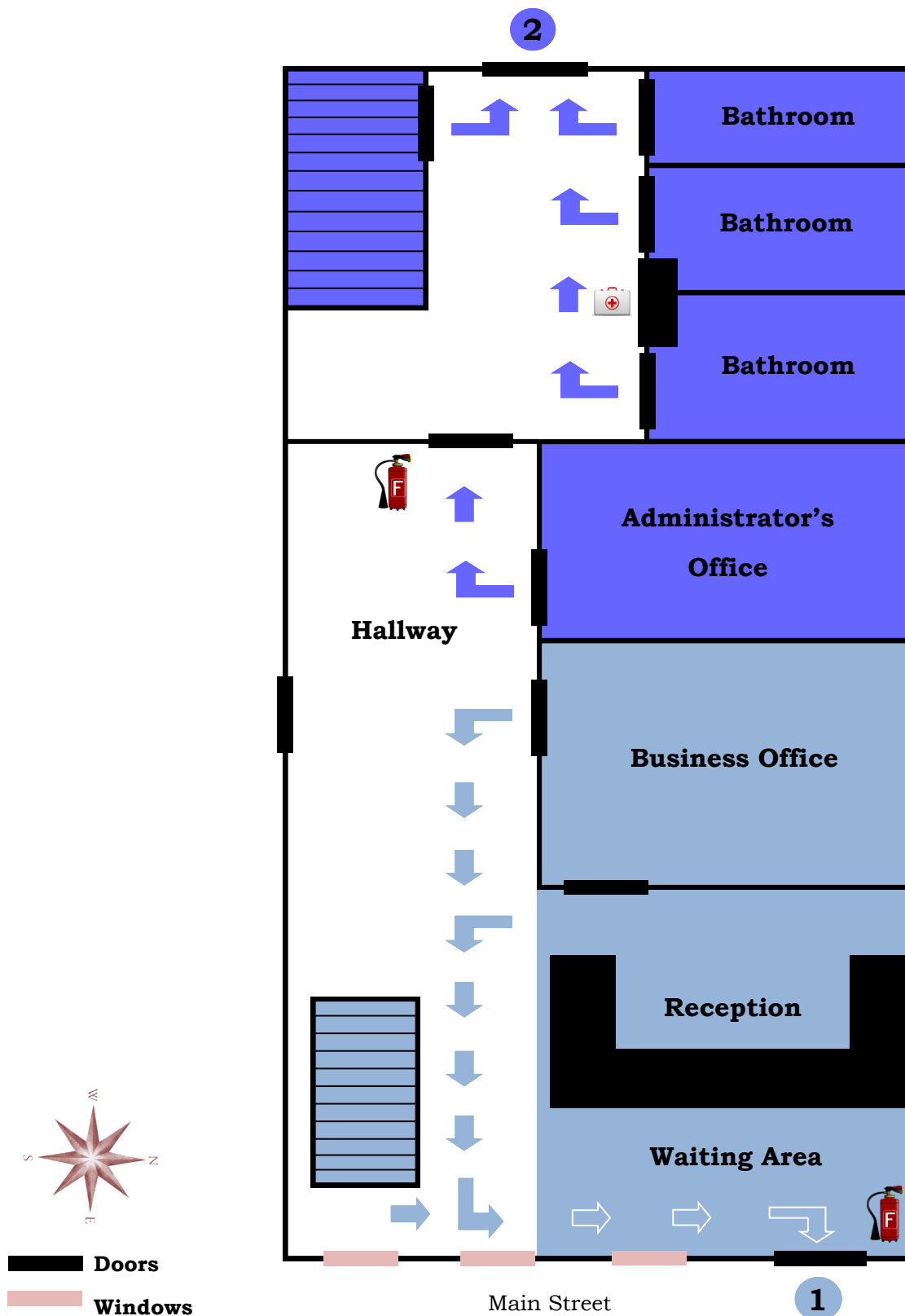
- Radio Announcements: Announcements of workshop and meeting cancellations will be announced on KVSH radio (AM 940) and KBRB (AM 1400).
- Facebook Page: Follow our ESU #17 Facebook page. Cancellations will be announced via newsfeed.
- ESU Website: Visit our website, [www.esu17.org](http://www.esu17.org), to find out the latest information regarding cancellations. Cancellations can be found on the ESU home page on the day of the training or meeting.

### School Cancellations

ESU employees are often required to travel from their home base in order to provide services to students at a distance. In the event of adverse weather, each ESU employee should contact both his/her home school district as well as his/her destination school district for late start and cancellation information. Employees are advised to follow the announcement that is more cautious. For example, if your home school district has a late start and your destination school district has cancelled the entire day of school, follow the cancellation rather than the late start.

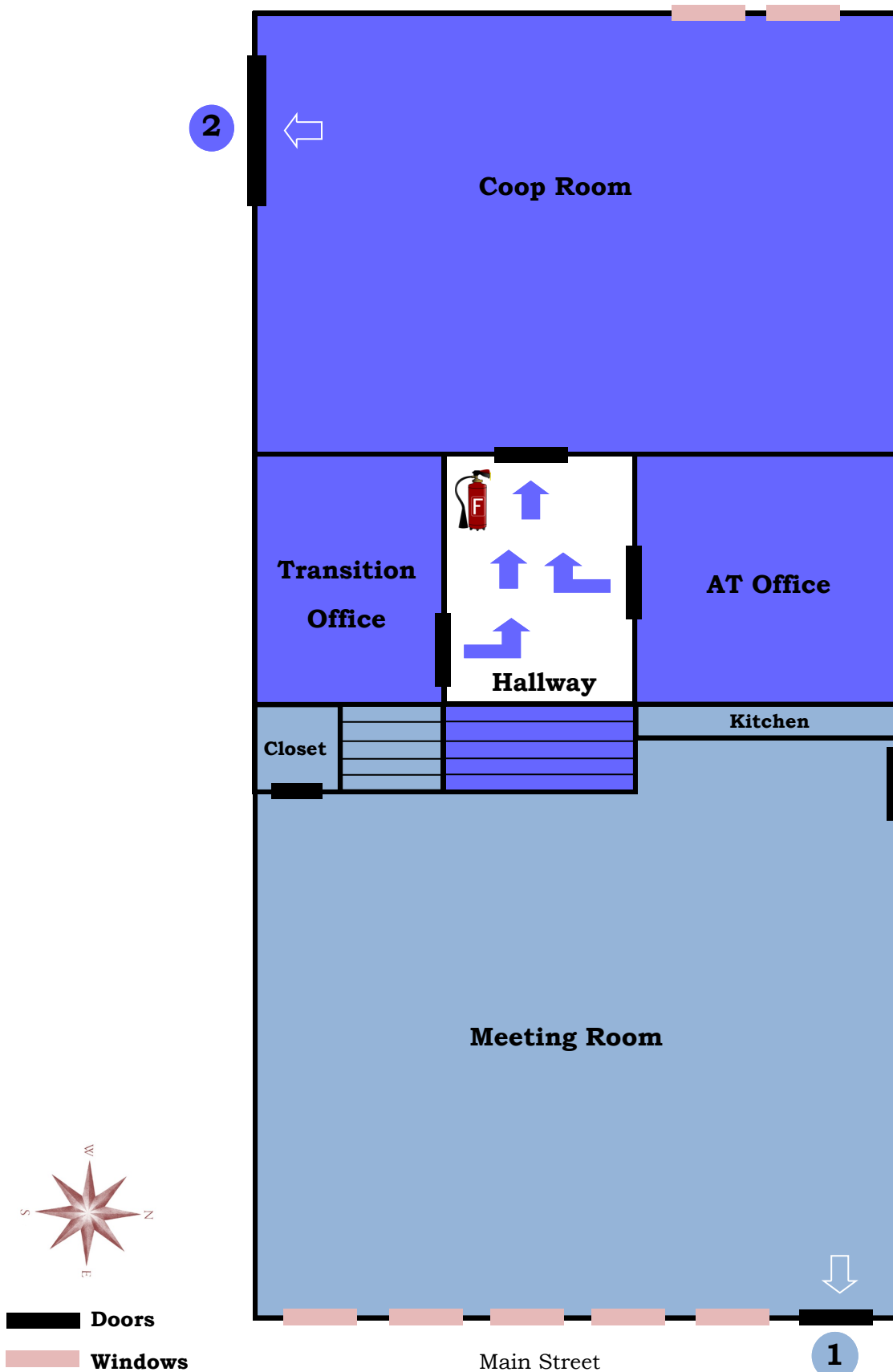
To determine the best way to receive school announcements regarding inclement weather for your home and destination school district, see the [SCHOOL CANCELLATION CONTACTS CHART](#).

# Administration Building Upper North Side Emergency Exits appendix 1

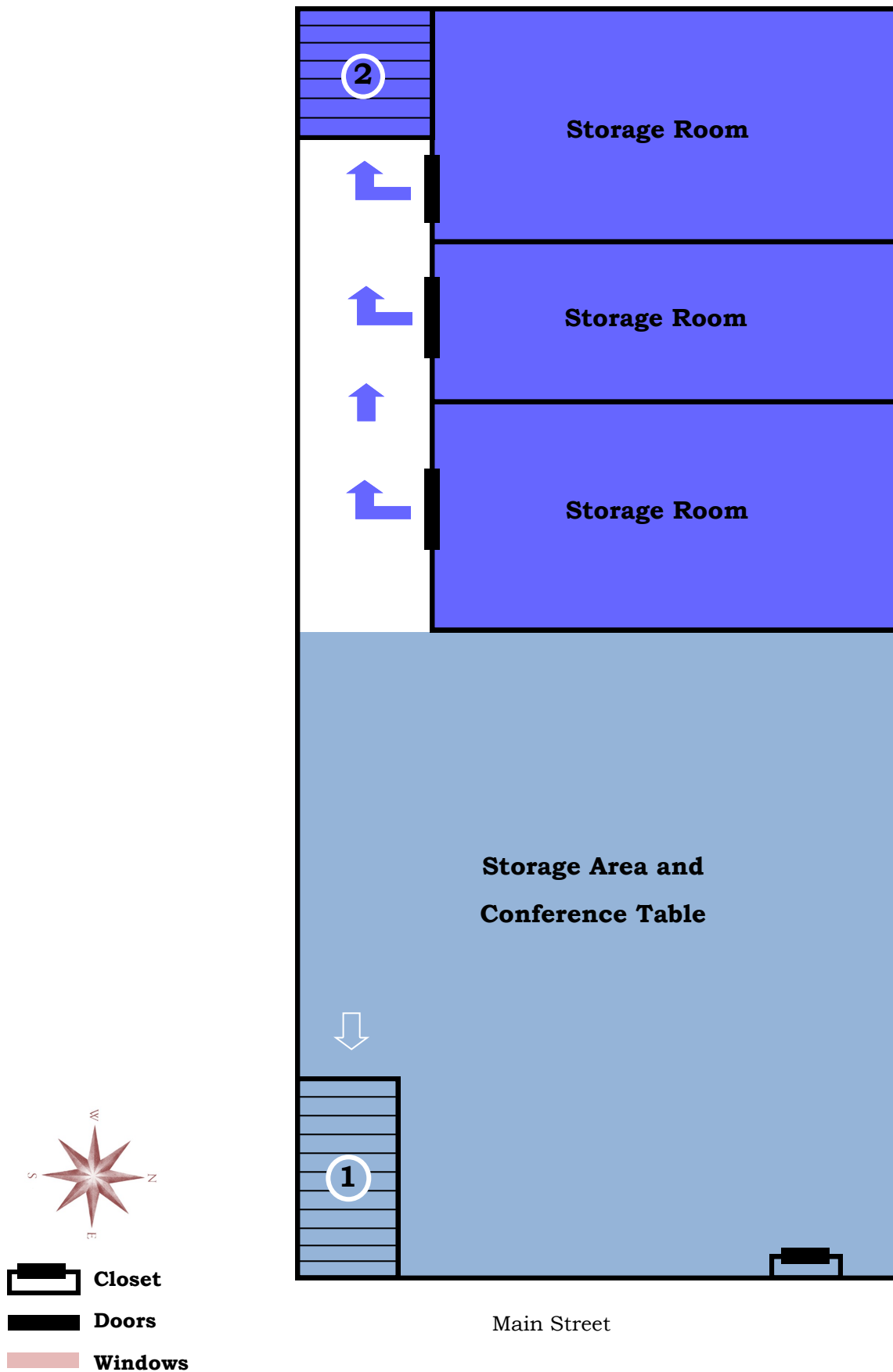




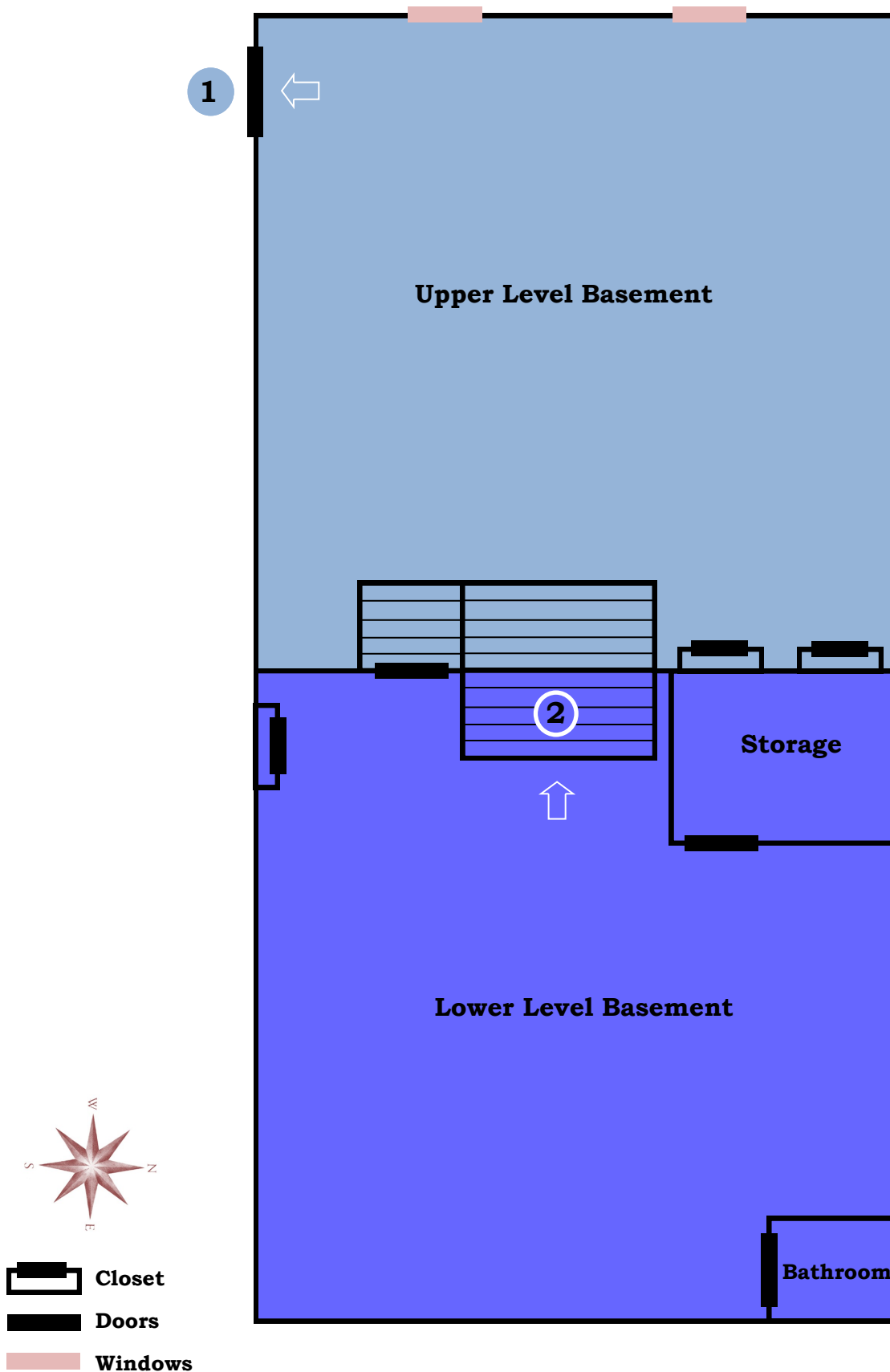
# Administration Building Upper South Side Emergency Exits appendix 2



# Administration Building Lower North Side Emergency Exits appendix 3



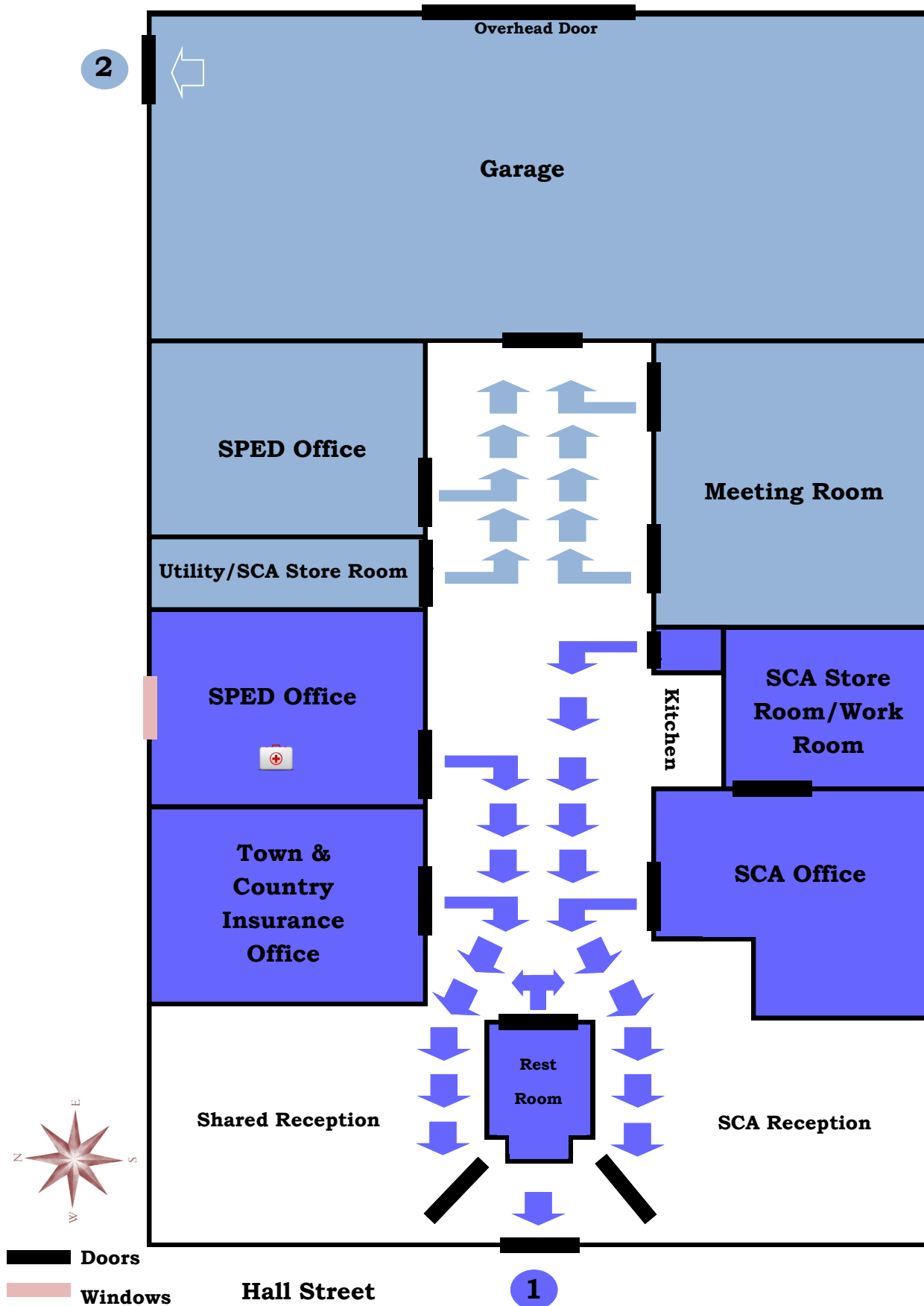
# Administration Building Lower South Side Emergency Exits appendix 4



# Training Center Emergency Exits appendix 5



# Valentine SPED Office Emergency Exits appendix 6





# Local Emergency Contacts appendix 7

Contact	Phone 1	Phone 2
Ainsworth Fire Department	911	402-387-1015
Valentine Police Department	911	402-376-1700
Ainsworth Police Department	911	402-387-1440
Valentine Police Department	911	402-376-3055
Nebraska Public Power District	877-275-6773	NA
Source Gas	402-387-0221	800-563-0012
Ainsworth Water Department	402-387-1570	NA
Valentine Water Department	402-376-2615	NA
Cherry Co Ambulance	911	402-376-2525
Brown Co Ambulance	911	402-387-1440
Poison Control Center	800-222-1222	NA

## ESU First Aid and CPR Certified Staff appendix 8

Staff Member	Position	Location	Contact Information
Leanne Maxwell	School Nurse	Ainsworth Elementary	402-387-2083
Angy Murphy	School Nurse	Springview Elementary	402-497-3501
Patty Pier	Resource Teacher	Springview Schools Valentine Office	402-497-3501 402-376-1612
Lisa Schlueter	Resource Teacher	Springview Schools	402-497-3501

## School Cancellation Contacts appendix 8

School District	Automated System	Other Notification Methods
Ainsworth Community Schools	Contact destoner@esu17.org to receive automated announcements.	<ul style="list-style-type: none"> <li>KBRB Radio (AM 1400)</li> <li><a href="#">10 11 News</a></li> </ul>
Cody/Kilgore Unified Schools	Contact dblocker@esu17.org to receive automated announcements.	<ul style="list-style-type: none"> <li>KVSH Radio (AM 940)</li> <li>KINI (FM 96.1)</li> <li><a href="#">KelolandTV</a></li> </ul>
Keya Paha County Schools	Contact chswim@esu17.org to receive automated announcements.	<ul style="list-style-type: none"> <li>KBRB Radio (AM 940)</li> <li><a href="#">10 11 News</a></li> </ul>
Rock County Schools	Not Currently Available	<ul style="list-style-type: none"> <li>KBRB Radio (AM 1400)</li> <li><a href="#">10 11 News</a></li> </ul>
Valentine Community Schools	Contact kormesher@esu17.org to receive automated announcements.	<ul style="list-style-type: none"> <li>KVSH Radio (AM 940)</li> </ul>

# Utilities Shutoff Locations appendix 9

Utility	Shutoff Location
Administration Building Electricity Breaker (North Side)	Near bathrooms behind wooden door In basement in closet area of northernmost room
Administration Building Electricity Breaker (South Side)	In upper basement near paper supplies In lower basement in storage room
Administration Building Gas Shut-off Valve	In south-side basement storage room
Administration Building Water Shut-off Valve (North Side)	In closet found at the easternmost end of the conference room
Administration Building Water Shut-off Valve (South Side)	In closet of lower basement bathroom
Tech Center Electricity Breaker	In DL room on east wall (2) on northernmost end of north Coop office In server room
Tech Center Water Shut-off Valve	In furnace room in hallway
Valentine SPED Office Electricity Breaker	To be determined...
Valentine SPED Office Water Shut-off Valve	To be determined...

- *School Emergency Resources*, ESU 11, 2012
- *Learning Opportunities*, ESU 4, Winter 2012 Edition
- *Emergency Response Manual*, ESU 13, 2011
- *School Safety Plan*, ESU 13, 2011
- *A Model for School-based Crisis Preparedness and Response*, Office of Justice Programs, 2012
  - <http://www.ojp.usdoj.gov>
- *Tips for Safe Lifting*, Michigan Technological University, 2008
  - [http://www.chem.mtu.edu/chem\\_eng/resources/safety/liftingtips.htm](http://www.chem.mtu.edu/chem_eng/resources/safety/liftingtips.htm)

### *Disclaimer*

*The materials presented in this booklet represent only a few of the many safety challenges faced by ESU staff and should in no way be construed as a complete survey of emergencies. The Center for Biopreparedness Education, in partnership with the Nebraska Department of Education, encourage you to also plan for safety challenges not represented in these materials.*